

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Stage Crew Chief****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides support to production / stage manager. Supervises stage hands and maintains lighting and sound equipment of civic facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Provides support to production / stage manager by supervising the stage hands, operating the sound and lighting, maintaining and taking inventory of lighting and sound equipment of civic facilities, and communicating with clients to ensure accuracy of tasks.
2	L	Consults with lessees concerning facility limitations and requirements.
3	M	Repairs production equipment as appropriate.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, plans, and building specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, physics and geometry.
Writing	Work requires the ability to write forms, building specifications, and evaluations.
Managerial	Managerial responsibilities include planning and scheduling maintenance activities, and overseeing and evaluating staff's performance.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, work crews, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Equipment repair or maintenance, installations, setting up equipment
Sitting	F	Computer, desk work, meetings
Walking	F	To/from job site, inter-office
Lifting	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Carrying	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Pushing/Pulling	O	Ropes, cases
Reaching	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Handling	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	F	Equipment maintenance
Crouching	F	Equipment maintenance, installation of telephone lines
Crawling	F	Trace down telephone, sound, lightening cables
Bending	F	Boxes, taping cable lines, running cable
Twisting	F	Boxes, taping cable liens, running cable
Climbing	F	Ladder, steps, running lighting ring
Balancing	R	Ladder, steps
Vision	C	Equipment repair/maintenance, installations, equipment set up, reading, computer, desk work, driving, observations
Hearing	C	Staff, supervisor, customers, clients, general public, meetings, sound equipment
Talking	C	Staff, supervisor, customers, clients, general public, meetings, use of sound equipment
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, sound and lighting board, electronic tools, general office supplies, drill, socket set and other small hand tools or devices, Standard Microsoft Windows and Office software, Fairtron scoreboard computer and software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) City Buildings/Arena, Theater, Exhibition hall

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, gloves

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)